## TO REGISTER:

1. Click on the "Click here to Register" or "Register Now" link



- 2. Enter a User Name and Password of your choice.
- 3. Type password again in "Confirm password" box.



4. Click the Register box

### **SET UP YOUR PROFILE:**

1. Click on the "My Profile" link.

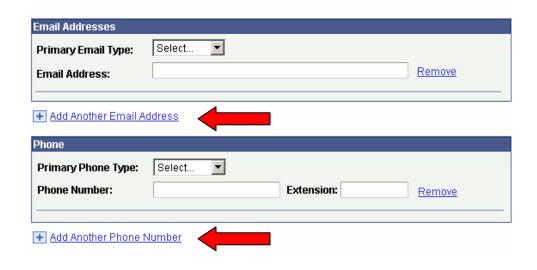


2. Complete your Personal Profile Information.

NOTE: "Name Format" must be entered in order to save

# My Profile You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to. Save Return to Previous Page Member Information User Name: Password: Change Password Preferred Method of contact: Not Specified Name Name Format: English ▾ Name Prefix: \*First Name: Middle Name: \*Last Name: Name Suffix:

3. If you would like to include multiple Email addresses or Phone numbers click the "+ Add Another Email Address" and/or the "+Add Another Phone Number" link.

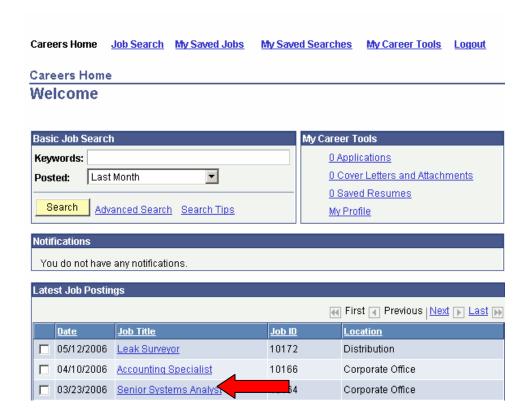


4. Click the Save button.

IF you do not enter your personal profile information by using the "My Profile" link, you WILL be required to enter the information the first time you apply for an open position

# TO VIEW THE POSTING/DESCRIPTION FOR AN OPEN POSITION:

1. On the Careers Home page - Click on the position you would like to apply for and the system will take you to the posting/description page.

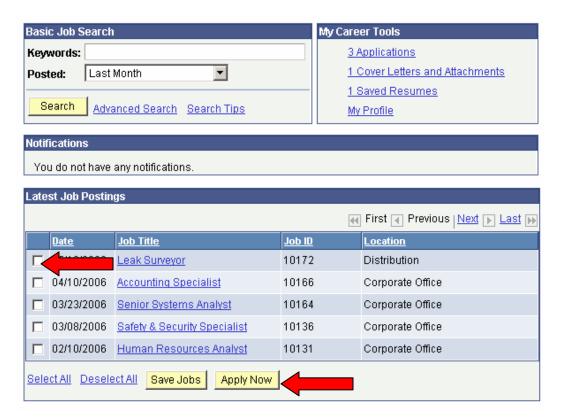


### TO APPLY FOR AN OPEN POSITION:

1. While viewing a posting/description you can click on the Apply Now button,



2. You can check the box next to the posting and click the Apply Now button at the bottom of the Careers Home page



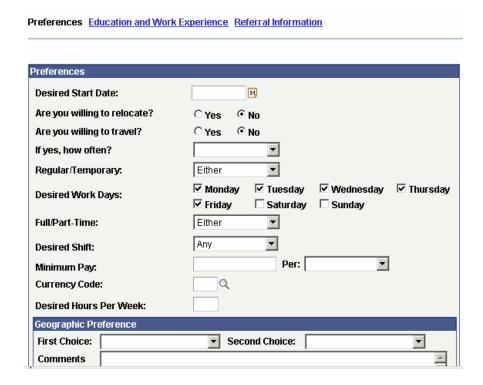
#### ATTACH OR UPLOAD YOUR RESUME:

1. On the "Choose Resume" screen you can 1) Upload a new resume; 2) Copy and paste resume text; or 3) Use an existing resume. *Note: Option #3 will only be available if you have previously uploaded a resume.* 

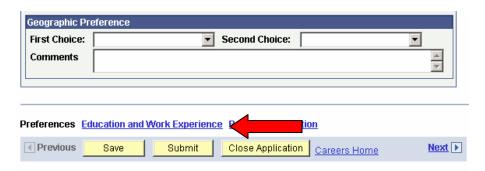


### **COMPLETE APPLICATION:**

1. Complete the Preferences section



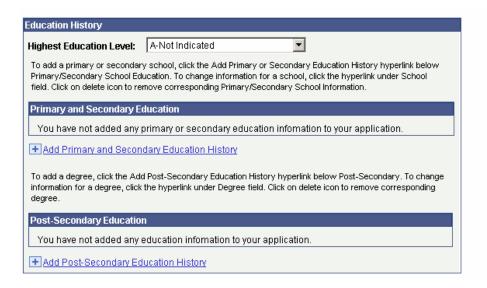
2. Click on the "Education and Work Experience" link.



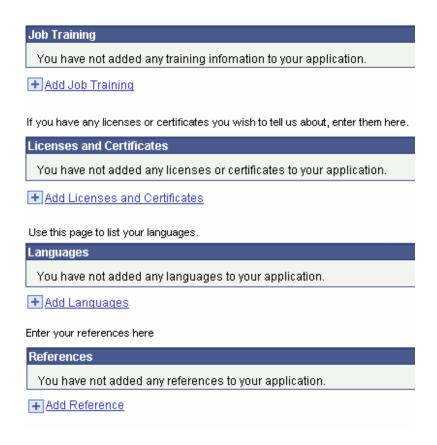
3. Complete the Work Experience section by clicking on the <u>"Add Work Experience"</u> link



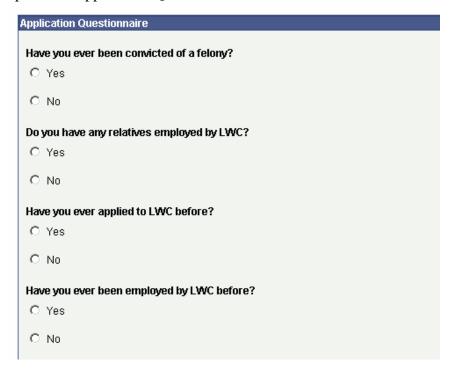
4. Complete the Education History section.



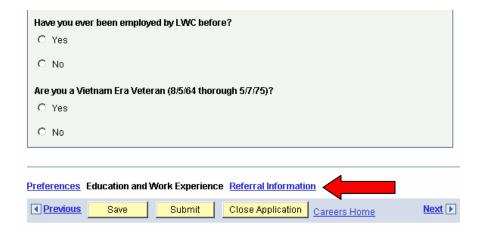
5. Complete the Job Training, Licenses & Certificates, Languages & References sections



6. Complete the Application Questionnaire



7. Click on the "Referral Information" link



8. Complete the Referral Information section



9. Click the **SUBMIT** button to submit your application & resume



**IMPORTANT:** You must click the SUBMIT button in order for your application to be processed. Clicking the SAVE or CLOSE APPLICATION button will not submit your resume to the HR department.